Moderation Process for Manchester Access Programme

1. The deadline for MAP students to submit their Final Academic Assignment through Blackboard is 30th August.

2. MAP Academic Tutors have until Sunday 8th September to mark their tutees assignment on Blackboard through Turnitin. They will also provide a separate performance mark for their students (process TBC).

3. On Monday 9th September, the MAP Officer will export a spreadsheet of the marks allocated to each student for their assignment and a spreadsheet of the performance marks.

   They will create a master spreadsheet which will include both the assignment and performance mark. They will calculate the average mark for the assignment and indicate if any student received a mark of 2 or below in a learning outcome. They will also apply the appropriate penalties if a student submits an assignment late or is over/under the word count.

   They will then calculate if a student has passed or failed the assignment based on the following criteria;

   - achieve a minimum **overall average score of 5** or above for the academic assignment (the score will always be rounded up).
   - **AND**; achieve a **3 or above in all learning outcomes**. (Students scoring a 2 or below for any of the learning outcomes will not be able to pass the academic assignment).
   - **AND**; achieve a **3 or above for their performance mark** (students scoring a 2 or below for performance will not be able to pass the academic assignment).

4. ALL failed academic assignments and a sample of borderline to pass assignments will be moderated. Based on the subject areas of the sample assignments, the MAP team will request for MAP Tutors within those subject fields to moderate assignments. They will be paid £10 per assignment moderated. The MAP Team where possible will try and allocate assignments to experienced MAP Tutors.

   The tutors will be sent a moderation template and asked to comment on whether they agree with the mark allocated for each learning outcome. If they do not agree, they will be asked to assign the mark they would have allocated. Please see the template here.

5. If a moderated score means that the student would pass the academic assignment and is significantly different from the original score, then the assignment would be moderated by a third tutor. This would be sent to one of the Academic Board members to moderate.

   If the moderated score means that the students would pass the academic assignment, but the overall mark is not significantly different from the original (or a learning outcome went

from a 2 to a 3 or above), then the MAP Officer would have a conversation with the original tutor about this.

If the moderated score is still a fail, then the original score stands.

6. All outcomes will be recorded on the Academic Assignment database. If the moderation mark is accepted and the student has passed, then the MAP Team will make the changes on Blackboard before the scores are released on 30th September.

7. The tutor's moderation payment will be added to their assignment payments and sent to HR Services in October.